

## 69<sup>th</sup> ADA OIP Inspection Checklist – TACTICAL COMMUNICATIONS

<b>DATE</b>	
<b>UNIT INSPECTED</b>	
<b>INSPECTOR</b>	
<b>UNIT REPRESENTATIVE</b>	

### **STANDARDS:**

Commendable (C): 90-100% success rate of evaluated tasks

Satisfactory (S): 70-89%% success rate of evaluated tasks

Needs Improvement (N): 69% or less success rate of evaluated tasks

### **REFERENCES:**

AR 700-138

AR 750-1, Army Materiel Maintenance Policies and Retail Maintenance Operations

AR 25-400-2, Army Records Information Management System (ARIMS)

DA Pam 25-30 Consolidated Army Publications and Forms Index

DA Pam 710-2-1, Using Unit Supply System (Manual Procedures)

DA Pam 738-750

DA Pam 750-35

DA Pam 750-1

EM0001

EM0144

EM0178

SB 11-6, Communications Electronics Batteries Supply and Management Data

SB 11-131-1 and SB 11-131-2, Vehicular Sets and Authorized Installations

TB 43-0134, Battery Disposal and Disposition

DA FORM 1687, Delegation of Authority signature card

DA FORM 5504 work request

DA FORM 2407 work request

DD FORM 314

TB 380-41

SINCGARS Radio equipment:

TM 11-5820-890-10

TM 11-5820-890-8

TM 11-5820-20-28

TM 11-5820-20-3

<b>OVERALL RESULTS</b>	<b>%</b>
<b>COMMENDABLE</b>	
<b>SATISFACTORY</b>	
<b>NEEDS IMPROVEMENT</b>	

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Performance Measures	Go	No-Go	N/A
<b>Publications and Forms.</b> As a minimum, are the following publications (with changes) on hand, on order or accessible via the internet? <ul style="list-style-type: none"> <li>a. AR 750-1, Army Materiel Maintenance Policies and Retail Maintenance Operations</li> <li>b. AR 25-400-2, Army Records Information Management System (ARIMS)</li> <li>c. DA Pam 25-30 Consolidated Army Publications and Forms Index</li> <li>d. DA Pam 710-2-1, Using Unit Supply System (Manual Procedures)</li> <li>e. EM0001</li> <li>f. EM0144</li> <li>g. EM0178</li> <li>h. SB 11-6, Communications Electronics Batteries Supply and Management Data</li> <li>i. SB 11-131-1 and SB 11-131-2, Vehicular Sets and Authorized Installations</li> <li>j. TB 43-0134, Battery Disposal and Disposition</li> </ul>			
<b>Administrative.</b> <ol style="list-style-type: none"> <li>1. Are previous CIP checklists on file that show the last inspection conducted for unit?</li> <li>2. Are files established and maintained IAW the Army Records Information Management Systems (ARIMS)? (AR 25-400-2, Chapters 5 &amp; 6)</li> <li>3. Are scheduled services reflected on the training schedules? (DA Pam 750-35, para 2-5b(3)(4))</li> </ol>			

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<p><b>SOP.</b></p> <ol style="list-style-type: none"><li>1. Is there a current MSC Communications SOP on hand? (AR 750-1, para 3-1d) (DA Pam 750-35, para 5-1)</li><li>2. Is the SOP signed by the current Commander?</li><li>3. Is the SOP written in enough detail to give a newly assigned personnel a firm understanding of Commo Maintenance Operations (DA Pam 750-35, para 5-1) (AR 750-1, para 2-28)</li><li>4. As a minimum, does the SOP address the following functional areas: (DA Pam 750-35, para 5-2)<ol style="list-style-type: none"><li>a. Maintenance related duties and responsibilities for key personnel.</li><li>b. How the unit' Communication maintenance program is organized.</li><li>c. Procedures to be followed by personnel during scheduled operator level PMCS.</li><li>d. Procedures to be followed by personnel associated with scheduled services.</li><li>e. Environmental Compliance</li><li>f. Publications Management</li><li>g. Battery management</li><li>h. CCI Management and control</li></ol></li><li>5. Is the unit complying with their communications maintenance SOP? (DA Pam 750-35, Chap 5)</li><li>6. Are all external SOPs from the supporting maintenance agencies on hand? (DA Pam 750-1, para 3-1)</li></ol>			
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<p><b>TAMMS</b></p> <ol style="list-style-type: none"> <li>1. Are the appropriate personnel on Delegation of Authority DA FORM 1687 signature cards; to sign high priority request, turn in DA 5504 or DA 2407 work request, and to pick up completed job request? (DA Pam 738-750, Para 1-6,(a),10)</li> <li>2. Is there a designated representative in writing to initial block E of the DA 2404 or DA 5988-E for corrected symbol X faults? (DA Pam 738-750, para 1-6(a), 10, Fig 3-8, para 10 (e), Fig 3-9)</li> <li>3. Does the unit have all reportable equipment entered in the ULLS-G? (AR 700-138, Table B-1)</li> <li>4. Are services scheduled IAW applicable equipment -20 technical manuals? (DA Pam 738-750, para 12-2) (AR 750-1, para 3-1)</li> <li>5. Are scheduled services performed within the prescribed variances? (AR 750-1, para 3-1)</li> <li>6. Is all equipment requiring periodic services scheduled in the ULLS-G or on DD Form? (AR 750-1, para 3-1)</li> <li>7. Are DD Forms 314 being updated and filled out correctly? (DA Pam 738-750, Fig 3)</li> <li>8. Are completed service packets on hand for each piece of equipment? (DA Pam 738-750, para 12-2)</li> </ol>			
<p><b>Equipment Inspection and Maintenance Worksheet</b></p> <ol style="list-style-type: none"> <li>1. Are the proper status symbols being used on the DA Form 2404/5988-E? (DA Pam 738-750, para 1-8, 12-2b)</li> <li>2. Are the publications and dates correct on the DA Form 2404/5988-E? (DA Pam 738-750, Fig 12-4)</li> <li>3. Does the unit update the DA Form 5988-E or the DA Form 2404 when parts are installed on the equipment? (DA Pam 738-750, para 12-2)</li> <li>4. Does the DA Form 2404/5988-Es reflect the last PMCS or last service performed? (DA Pam 738-750, para 12-2)</li> <li>5. Are completed maintenance request DA Forms 2407 (unit copy) on file for 180 days, and DA Form 5990 E (Automated) on file for 90 days after the equipment is repaired or replaced? (DA Pam 738-750, para 3-6, Fig. 12-2)</li> </ol>			

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<b>Equipment Maintenance</b> 1. Are all SINCGARS radios fully mission capable IAW the PMCS standards listed in the applicable -10 and -20 technical manual? (TM 11-5820-890-8 and -20-1) 2. Are the components of SINCGARS Radio equipment being inspected, properly mounted in the assigned vehicle or station? (TM 11-5820-890-10) (TM 11-5820-890-8) (TM 11-5820-20-28) (TM 11-5820-20-3) 3. Are all components and BII available for all equipment inspected (i.e., all parts for radio sets, OE-254 antennas, telephones, switchboards)? (Applicable TMs for each piece of equipment) services reflected on the training schedule? (DA Pam 750-35, para 2-5b(3)(4))			
<b>Operators Knowledge</b> 1. Is the operator familiar with the operation and PMCS of the equipment being inspected? (The -10 Technical Manual for the item of equipment being inspected) 2. Do the operators fully understand the procedures for handling and safeguarding COMSEC material issued to them? (TB 380-41) 3. Is the operator cleared to the level of the key material he/she controls? (TB 380-41) 4. Does the operator know how to ZEROIZE all components being inspected of equipment that hold COMSEC key? (All -10 Manuals for the item of equipment) 5. Are all components of communications equipment properly grounded, securely mounted, free of corrosion, and lubricated (i.e., Star washers on all mounting points for radio and MSRT equipment, safety wire installed on all antennas, and safety devices installed, such as, tie down ropes and antenna balls installed correctly)? (Applicable TMs for each piece of equipment) 6. Will radio equipment send and receive voice and data traffic to a distant station? (Applicable TMs for each piece of equipment inspected) 7. Have all wire reels and been cleaned and serviced, and is the right amount of wire on each reel? (Applicable TMs for each piece of equipment inspected)			
REMARKS:			